

**Minutes of Meeting**  
**Sangamon County Historic Preservation Commission**  
**May 3, 2023**

**Members Present:** Chuck Pell, Chairman  
Bob Sherman, Vice Chairman  
Thomas Bazan  
Tabitha Bock  
Tina Lathan  
Aakash Raut  
Dean Williams

**Members Absent:** Molly Berns, Mike Brooks, and Jeanette Goza

**Staff Present:** Emily Prather

**Call to Order:** A quorum being present, Chairman Pell called the meeting to order at 4:08 PM.

**Approval of Minutes:** Chairman Pell entertained a motion to approve the April minutes. A motion to approve the April minutes was made by Commissioner Bazan and was seconded by Commissioner Sherman. The voice vote to approve was unanimous.

**Chairman's Report/Comments:** Chairman Pell noted most of his report would fall under the old business items. Chairman Pell encouraged the Commissioners to get out and complete surveys in their townships.

**Old Business:** Chairman Pell noted nothing has been done yet with Commissioner Bazan's notes on the barn book. Chairman Pell noted he will have a little bit of time to devote to making the changes and modifications suggested by Commissioner Bazan. Chairman Pell stated he will present that at the next meeting.

Chairman Pell stated, in regards to the CLG grant application, previously a request for information (RFI) was sent out to various consultants, in which four consultants showed interest. Chairman Pell noted he has been in touch with the four consultants and provided them with a request for proposal (RFP) with responses due by May 12<sup>th</sup>. Chairman Pell stated he had asked staff member Prather to get him on the agenda for the May 23<sup>rd</sup> Finance Committee. Staff member Prather said she is unable to ask to get the CLG grant application on the Finance Committee agenda until a completed application is ready with the specific dollar amount requested. Chairman Pell stated the Commission is just asking for permission to allow dollars to go through the County. Staff member Prather noted that some County employees will be using their time to complete this grant administration. Chairman Pell stated it seemed to him that the Finance Committee would only be approving the notion that money would get funneled through the County and then the County would get reimbursed. Commissioner Bazan asked if the Commission could go to the Finance Committee to ask for up to a certain dollar amount. Staff member Prather noted that is how many grants are requested with a not to exceed amount. Chairman Pell noted the Illinois Department of Natural Resources (IDNR) has a not to exceed amount of \$30,000 on the grant application. Commissioner Bazan noted the Commission could determine what would be the most the Commissioners could provide in sweat equity toward the matching funds and calculate then how much the Commission could apply in total for a grant. Commissioner Bazan noted this dollar amount could then go before the Finance Committee for

their approval while the Commission works on completing the application. Commissioner Bazan asked if the Finance Committee would need to see the final application or just a draft application. Staff member Prather noted most likely a draft application would suffice. Chairman Pell provided an example that if a consultant comes back with an estimated consultant fee of \$10,000 that means the total project cost would be \$14,285.71 in a true 70/30 situation. Chairman Pell stated it is only the \$10,000 that the Commission is asking the County to approve as the rest would be achieved through the Commission's contribution. Commissioner Bazan asked what the Commissioner's time would be calculated at for the project. Chairman Pell noted it would be based on the State's current minimum wage. Chairman Pell noted with his example the \$4,285.71 at \$13/hour minimum wage would translate to 330 hours for the Commission with 9 Commissioners would equate to each Commissioner putting in 37 hours of work on the project over the one-year to one and one-half year time period. Commissioner Bazan asked if that was realistic. Chairman Pell noted Commissioner Berns would have to determine if staff time would be able to be counted since it would be at a higher rate. Commissioner Sherman asked if mileage could be counted in the Commission's contribution. Chairman Pell stated he believed other things could be included but noted it did not mean a Commissioner would get reimbursed. Chairman Pell noted he requested Jon Pressley to post the FY 2024 grant manual on the website but that has yet to be done. Chairman Pell noted the Commission would expect the consultant to assign the Commissioners with various tasks to reach the Commission's necessary contribution. Chairman Pell noted he sent the awardees of previous years to the consultants so they could see the grant amounts awarded. Commissioner Lathan asked what it would take to do the application. Chairman Pell noted on May 12<sup>th</sup> or before the Commission should hear back from the consultants on their fees in response to the RFP. Chairman Pell noted he does not want to stop the Commission from applying because the Commission might think they could not provide enough sweat equity since there may be other ways to establish "contributions." Commissioner Bazan noted page 17 of the grants manual has an explanation of what the Commission could count towards their contribution. Commissioner Bazan stated the Commission may need to look at the project a different way and back into it based on the number of hours the Commission believes they could provide to get the maximum project cost. Chairman Pell noted that even if the Finance Committee likes the grant application that does not mean the Commission would be awarded a grant from the IDNR. Chairman Pell asked to clarify if this was a two-year grant. Staff member Prather stated the award start date is October 1, 2023, with an end date of September 30, 2025. Commissioner Bazan noted the Commissioners' work may need to be done within the beginning part of the grant so the consultant can work on completing the project within the two-year timeframe. Chairman Pell reported he reached out to Andrew Heckenkamp and read to the Commission the email response received:

For potential survey and National Register CLG grant projects, we ask that you reach out to make sure the project is feasible. In some cases we can assist to give the applicants the best chance for approval.

Our existing Sangamon County rural survey information is from the 1980s, so an update of this data is a great idea. Other Illinois county CLGs have approached survey on a township scale. Will County is great example and completed surveys of all their townships over a seven year period I believe. Applying for a multi-phase approach incorporating 1-3 townships per grant round is a solid approach. These are very big survey projects because ALL properties need to be surveyed in the geographical range.

When applying, make sure to have a good estimate on the amount of structures. Include maps and representative photos in your application. I'd be happy to look at a rough draft before the submission deadline.

Chairman Pell stated as soon as he hears back from the consultants on May 12<sup>th</sup>, he will let the Commissioners know. Chairman Pell did note that after the RFI, four consultants responded but one of those consultants stated they would no longer be able to work on the project, so now three consultants are presumably going to put together a proposal. Chairman Pell noted Commissioner Goza was designated to work on completing the application. Commissioner Bazan noted to be placed on the May 23<sup>rd</sup> Finance Committee agenda, the Commission would need a completed application by noon on May 18<sup>th</sup>. Commissioner Sherman asked if the Commission would need to have a special meeting to put together the application and staff member Prather would need 48 hours notice to get an agenda posted for the special meeting. Commissioner Bock asked whether it would be better to put the application together through email or if a face-to-face meeting would be easier. Staff member Prather noted email exchanges constitute a violation of the Open Meetings Act. Commissioner Bock noted it may be easier to hold a special meeting. Commissioner Sherman asked who the three consultants are. Chairman Pell stated the three consultants are Urbana Preservation, Wiss Janney Elstner Associates, and Fever River Research. Chairman Pell noted the consultant that dropped out was Bentonsport Preservation.

**New Business:** None

**Initial Recommendation for New Landmark Applications:** None

**Member Reports:** Commissioner Bock noted she has not had the time to fill out the survey form for the covered bridge but does have photos of it.

Commissioner Bazan noted the contact he had for Representative LaHood's office is no longer there so he has reached out to a new contact.

Commissioner Sherman reported he talked to the people with Campbell Cemetery and Sulfur Spring Cemetery and they are still really interested in landmarking but are still trying to get ownership issues figured out.

Commissioner Williams reported he finished the recruitment video for the Sangamon County Sheriff's Department. Commissioner Williams reported the Discovery Channel will be here May 16-20<sup>th</sup> doing a Route 66 video filming at Motorheads, Cozy Dog, the Abraham Lincoln Presidential Library and Museum, and a stretch two miles long in Auburn.

**Staff Reports:** Staff member Prather noted she will be gone for the July meeting so the Commission could either reschedule, cancel, or have a different SSCRPC staff member attend the meeting. Chairman Pell stated the Commission will still have a meeting so staff member Prather will find another staff member to cover.

**Public Comment:** None

**Additional Comments:** None

**Adjourn:** Chairman Pell entertained a motion to adjourn the meeting. Commissioner Bazan made a motion to adjourn the May meeting with Commissioner Lathan seconding the motion. The voice vote to approve was unanimous and the meeting adjourned at 4:44 PM.

Respectively submitted,

Emily Prather